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## 23.2. GENERAL RULES.

### Sources

Apply the following for current place names:

1) For names in the United States, base the heading on the form found in the Geographic Names Information System (GNIS), U.S. Geological Survey (United States Board on Geographic Names (BGN) domestic names system). GNIS may be accessed through the World Wide Web (<http://geonames.usgs.gov/>). A recent edition of the *Rand McNally Commercial Atlas & Marketing Guide* may also be used when access to the World Wide Web is not available.

2) For names in Australia, base the heading on the form found in the Geoscience Australia Gazetteer of Australia database (<http://www.ga.gov.au/map/names/>).

3) For names in Canada, use the heading provided by the National Library of Canada (NLC). Accept the NLC form, even if it differs from LC policy in such matters as abbreviations, diacritics, fullness, qualifiers, etc. Additional information on Canadian place names may also be found in Natural Resources Canada's Canadian Geographical Names Data Base ([http://geonames.nrcan.gc.ca/search/search\\_e.php](http://geonames.nrcan.gc.ca/search/search_e.php)).

4) For names in Great Britain, base the name on a recent edition of The Ordnance Survey gazetteer of Great Britain. Online access may be found at <http://www.ordsvy.gov.uk/>. Click on Place name gazetteer.

5) For names in New Zealand, base the heading on the form found in Land Information New Zealand's New Zealand Geographic Placenames Database ([http://www.linz.govt.nz/rcs/linz/pub/web/root/core/Placenames/SearchPlaceNames/searchplace\\_names/index.jsp](http://www.linz.govt.nz/rcs/linz/pub/web/root/core/Placenames/SearchPlaceNames/searchplace_names/index.jsp)).

6) For other names, base the heading on the form found in the work being cataloged together with a consideration of the form found on GNS (or an appropriate gazetteer if access to the World Wide Web is not available). In all cases, a gazetteer published within the last two years may also be used when access to the World Wide Web is not available.

### English or Vernacular Forms

If BGN approves both a vernacular and an English form (called a conventional name in BGN terminology), use the English form.

For the following names, use the English form listed rather than the BGN-approved form:

Alma-Ata  
Ashkhabad  
Bavaria  
Bosnia and Hercegovina

Brittany  
Bruges  
Burgundy  
Carinthia  
Crete  
Crimea  
Cuzco  
East Flanders  
Ghent  
Hesse  
Hokkaido  
Istanbul  
Jaffa  
Kyoto  
Louvain  
Lower Austria  
Lower Saxony  
Malacca  
Mantua  
Mexico City  
Navarre  
North Brabant  
North Holland  
North Rhine-Westphalia  
Nuremberg  
Osaka  
Padua  
Picardy  
Piraeus  
Rabat  
Rhineland-Palatinate  
Saint Gall  
Saxony  
Saxony-Anhalt  
Seville  
Sicily  
South Holland  
Styria  
Syracuse  
Tehran [instead of Teheran]  
Thuringia  
Turin  
Upper Austria  
West Flanders  
Zurich

*Note:* If a foreign name is established in an English form, use the same form if the name is used by more than one jurisdictional level or is used as part of another name, whenever the same name occurs at the beginning of the name.

	151 ## \$a Kyoto (Japan)
	151 ## \$a Kyoto (Japan : Prefecture)
<i>not</i>	151 ## \$a Kyōto-fu (Japan)
	151 ## \$a Cologne (Germany)
	151 ## \$a Cologne-Deutz (Cologne, Germany)
<i>not</i>	151 ## \$a Köln-Deutz (Cologne, Germany)
<i>but</i>	151 ## \$a Garching bei München (Germany)
<i>not</i>	151 ## \$a Garching bei Munich (Germany)

*Note:* Before 1999, headings for the provinces and major cities of China were established in a conventionalized English-language form based on the Wade-Giles romanization system. After 1998, these geographic administrative areas of China are to be established in the BGN-approved pinyin form. Existing headings will be revised by LC on a project basis.

### Modifications of the Name

1) *Initial articles.* Drop initial articles from the beginning of the entry element of geographic names in Arabic, Urdu, Hebrew, and Yiddish. Retain initial articles in other non-English geographic names when retention is supported by current gazetteers in the country's language. ("Non-English" is meant to include names in French, Spanish, etc., when these are used in the United States (e.g., Los Angeles) or other English-speaking countries.) Drop all other initial articles (e.g., drop "The" from "The Dalles").

2) *Gazetteers.* If the name is based on the form found in a recently published gazetteer, generally use in the heading the form found on the item being cataloged rather than a shortened form or unabbreviated form found in a gazetteer, unless 23.5A is applicable.

*in source:* Montgomery County  
*gazetteer:* Montgomery  
 (GNIS: Montgomery County)  
*heading:* 151 ## \$a Montgomery County (Md.)

However, for the English-language terms "Saint" or "St." and "Mount" or "Mt.," always use the spelled out form regardless of the item being cataloged or other evidence *unless* the name is for a place or jurisdiction within the United Kingdom or the Republic of Ireland, in which case the abbreviation "St." should be preferred to the spelled out form "Saint," *or* the name is for a place or jurisdiction in Canada, in which case the heading supplied by the National Library of Canada should be used. Make a reference from the form not used in the heading.

*in source:* St. Joseph  
*gazetteer:* Saint Joseph  
(GNIS: Saint Joseph)  
*heading:* 151 ## \$a Saint Joseph (Mo.)  
451 ## \$a St. Joseph (Mo.)

*but* *in source:* St. Andrews  
*gazetteer:* St. Andrews  
*heading:* 151 ## \$a St. Andrews (Scotland)  
451 ## \$a Saint Andrews (Scotland)

*in source:* St. John's  
*NLC heading:* St. John's (N.L.)  
*heading:* 151 ## \$a St. John's (N.L.)  
451 ## \$a Saint John's (N.L.)

3) *U.S. Board on Geographic Names.* If BGN approves a romanized form that conflicts with LC's policy for the romanization of that language, use the LC form of romanization in the heading. If the BGN response indicates both a brief and a long form of the place name, generally select the long form as the heading, unless 23.5A is applicable.

*GNS:* **Borno State**  
*heading:* 151 ## \$a Borno State (Nigeria)

*GNS:* **Coast Province**  
*heading:* 151 ## \$a Coast Province (Kenya)

*GNS:* **Sulz am Neckar**  
*heading:* 151 ## \$a Sulz am Neckar (Germany)

*GNS:* **Villefranche-sur-Mer**  
*heading:* 151 ## \$a Villefranche-sur-Mer (France)

*GNS:* **Wimmera Shire**  
*heading:* 151 ## \$a Wimmera Shire (Vic.)

*GNS:* **Kōra-chō**  
*heading:* 151 ## \$a Kōra-chō (Japan)

Note that in the case of conflicts, 23.4F1 mandates a preference for long forms found in sources (including BGN "variants"), rather than adding "an appropriate smaller place" within parentheses after the conflicting name.

*GNS:* **Münster**  
*sources:* Münster in Westfalen  
*heading:* 151 ## \$a Münster in Westfalen (Germany)

*not* 151 ## \$a Münster (North Rhine-Westphalia,  
Germany)

*but* GNS: Sundern  
sources: Sundern (Sauerland)  
heading: 151 ## \$a Sundern (Hochsauerlandkreis, Germany)

4) *Districts of India.* In order to have consistent headings for the districts of India, establish all of them with the word "District" (or its equivalent in non-English) omitted. If the resulting heading conflicts, as in the case of the city's bearing the same name, add "District" as an element of the parenthetical qualifier (24.6).

5) *U.S. Townships.* For U.S. townships (called "towns" in some states) that encompass one or more local communities and the surrounding territory, do not include the term "township" or "town" as part of the name. Instead, add the term after the name of the state.

151 ## \$a Kintire (Minn. : Township)  
(GNIS: Kintire, Township of)

151 ## \$a Milo (Me. : Town)  
(GNIS: Milo, Town of)

These non-local jurisdictions are called "townships" in Arkansas, California, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Jersey, North Carolina, North Dakota, Ohio, Pennsylvania, and South Dakota; they are called "towns" in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, and Wisconsin. If there is more than one township with the same name in the same state, apply LCRI 23.4F1.)

*Note:* For the period 1980-1990, the term "Township" or "Town" was added only if the name conflicted. Change existing headings for U.S. townships lacking the term "Township" or "Town" when the headings are needed for post-1990 cataloging.

## Special Decisions

1) *China.* For all the governments that have controlled the mainland of China, use "China" for all periods except 1931-1945. For the government headquartered in Nanking, 1931-1937, and in Chungking, 1937-1945, use "China." For the government headquartered in Jui-chin, 1931-1937, use "China (Soviet Republic, 1931-1937)." For the government headquartered in Peking, 1937-1940, use "China (Provisional government, 1937-1940)." For the governments headquartered in Nanking, 1938-1945, use "China (Reformed government, 1938-1940)" for 1938-1940, and use "China (National government, 1940-1945)" for 1940-1945. For the post-1948 government on Taiwan, use "China (Republic : 1949- )." For the province of Taiwan, use "Taiwan."

2) *Germany.* For the Federal Republic of Germany, use "Germany (West)" for 1949-1990 and "Germany" after 1990. For the German Democratic Republic, use "Germany (East)."

3) *Great Britain*. For the United Kingdom, use "Great Britain."

4) *Korea*. For Korea until September 1945, including the Japanese occupation (1910-1945), use "Korea." For Nam Chosŏn Kwado Chŏngbu (South Korean Interim Government, 1947-1948), the American occupation government (1945-1948), and the Republic of Korea, use "Korea (South)." For the Soviet occupation government (1945-1948) and the Democratic People's Republic of Korea, use "Korea (North)."

5) *London*. In dealing with London, use the following headings:

a) Use "City of London (England)" for items from the 677-acre entity.

b) Use "Greater London Council" for items from the former entity bearing this name that had administrative control over the 32 London boroughs that made up "Greater London" (excluding the City of London). (The entity ceased April 1, 1986.)

c) Use "London (England)" as the qualifier added to corporate headings for a body located in the City of London or in an inner borough. Use "London (England)" also as the qualifier added to a corporate heading for a body located in an outer borough when the body is commonly associated with London rather than with the name of the particular outer borough. Otherwise, use the heading for the particular outer borough. (The inner London boroughs are Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth, and the City of Westminster.)

6) *Soviet Union*. For the former Union of Soviet Socialist Republics, use "Soviet Union."

For the republics that constituted the Soviet Union, use the following headings:

<i>Before 1992</i>	<i>After 1991</i>
Armenian S.S.R.	Armenia (Republic)
Azerbaijan S.S.R.	Azerbaijan
Byelorussian S.S.R.	Belarus
Estonia	Estonia
Georgian S.S.R.	Georgia (Republic)
Kazakh S.S.R.	Kazakhstan
Kirghiz S.S.R.	Kyrgyzstan
Latvia	Latvia
Lithuania	Lithuania
Moldova	Moldova
( <i>Before 1990: Moldavian S.S.R.</i> )	
Russian S.F.S.R.	Russia (Federation)
Tajik S.S.R.	Tajikistan
Turkmen S.S.R.	Turkmenistan
Ukraine	Ukraine
Uzbek S.S.R.	Uzbekistan

7) *Washington, D.C.* For Washington, D.C., use "District of Columbia" as the heading for the government of this name. Use "Washington (D.C.)" only as a location qualifier or as the entry element for cross references from place.

## 26.3A4. INITIALS.

**Initialism and Acronym References**

When a heading or a reference consists of or contains an initialism or acronym, follow the usage of the body with respect to the capitalization of the initialism (all capital letters or not) and the punctuation of it (use of periods between the letters or not).

When the initialism occurs within the first five words of the heading or reference, provide cross references according to the following guidelines:

a) Make references from all forms actually found that include variations in the punctuation of the initialism.

b) When the only form found includes periods between the letters of the initialism, also make a reference from the form without periods.

c) When the only form found is without periods between the letters, do not make up a reference from the form with periods inserted, since publications as well as reference sources show that a general abandonment of periods between corporate initials has already taken place and shows signs of becoming obsolete. Since, however, the criterion of usage is not practicable with existing records, do not delete these references already made, whether in evaluated or unevaluated reference structures.

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110 2# $a World Meteorological Organization
410 2# $a WMO
110 2# $a Organisation météorologique mondiale
410 2# $a OMM

110 2# $a International Federation of Library
Associations and Institutions
410 2# $a IFLA

110 2# $a Ohio River Valley Water Sanitation Commission
410 2# $a ORSANCO

110 2# $a COMPEX
410 2# $a Combined Philatelic Exhibition of Chicagoland

110 2# $a A.G.A. Gas Supply Committee
410 2# $a AGA Gas Supply Committee

110 2# $a Uniwersytet im. Adama Mickiewicza w Poznaniu.
Instytut Historii
410 2# $a IH UAM

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## 26.3A4

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110 2# \$a TŜentral'nyĭ institut nauchno-tekhnicheskoiĭ  
informatŝii i tekhniko-ekonomicheskikh  
issledovaniĭ po khimicheskomu i neftĭanomu  
mashinostroeniĭu

410 2# \$a TŜINTIkhimneftemash

110 2# \$a Moskovskiĭ gorodskoĭ bank

410 2# \$a Mosgorbank

When, during evaluation of references currently traced on authority records, the cataloger finds MARC 21 field 664 (explanatory references) from initialisms/acronyms, convert them to simple *see* references in the form provided above.

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26.3B-C. SEE ALSO REFERENCES AND EXPLANATORY REFERENCES.**Introduction**

These instructions deal with the following types of cross references:

- 1) *see also* references, including "earlier/later heading" references;
- 2) *Explanatory references*
  - a) References requiring special texts
  - b) Private communications of heads of state, etc.
  - c) Initial and acronym references

For reasons of economy, LC will no longer make information references. Sequences of related headings formerly connected by information references are to be connected by simple *see also* references or earlier/later heading references as illustrated in the examples below. Convert an existing MARC 21 field 665 to *see also* references whenever the 665 field must be handled for any reason.

**See Also References**

*See also* references are used to connect related headings. When the relationship is not directly sequential or when information about the exact relationship is not known, the referral line of the references reads simply: *search also under*. When the relationship is sequential, a special type of *see also* reference is made and the referral line of the reference reads: *search also under the earlier heading* or *search also under the later heading*. These special references are display constants that are generated from the MARC 21 coding supplied by the cataloger through the use of the subfield \$w and may be used whether the sequence results from a name change, reorganization, hierarchical change, official language change, or similar phenomenon. In case of doubt, do not use the special legends.

Normally, make references only to connect immediately adjacent headings, thus creating a chain of *see also* references leading from one heading to another. However, if the relationship is not clear, it is permissible to connect several headings without the use of the subfield \$w (cf. examples 2 and 10 below).

1) *Guidelines on making relational references*. When new information about a related body is discovered, apply one of the following alternatives:

- a) If entries (bibliographic records, subdivisions, *see* references to other headings) are or will be under the related body, establish the body (if it is not already established) and make the appropriate *see also* or earlier/later heading references.

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b) If the related body is not established in the automated file and no entries will be under it at this time but it is likely to be needed in the future, establish the related body. Trace appropriate references from the unused heading to the one under which entries are made. Also, trace the reverse reference (i.e., the one from the heading being used to the unused one). Trace any *see* references to the unused heading, since they will guide the user to the *see also* reference leading to the heading under which entries are made.

c) If the related body is not established in the automated file and it is not likely it will ever be needed, record data about the related body on the authority record for the heading being established. After the name in the source citation, bracket in a statement, e.g., "[no publs. in LC database]," "[no publs. in RLIN 21 database]." This alternative should not normally be applied when an earlier name is being established and the later name is the one for which no publications have been received.

```
110 2# $a Tucker Manufacturing & Engine Company
670 ## $a Tucker Mfg. & Engine Co. ... 1992: $b cover
      (Tucker Manufacturing & Engine Company,
      Arlington, Va.) pref. (Tucker Manufacturing
      Company [no publs. in LC database] formed in
      1879; Tucker interests combined in 1936 to form
      single firm known as Tucker Manufacturing &
      Engine Company)
```

2) *Evaluating existing references.* When evaluating existing *see also* references on authority records, normally, retain the reference (adjusting it to current practice and AACR2) if there is an authority record for the heading referred from in the LC/NAF. If there is no authority record, apply the guidelines above in deciding whether to retain or delete the reference. If the reference is retained, an authority record must be made for the heading.

### 3) *Procedures*

a) All headings connected by the references must be represented in machine-readable form, including those for which there are no bibliographic records. *All headings and references leading to the headings must be in correct LC AACR2 form.* Establish any heading not yet in the authority file.

b) *Source citations.* When giving data in the authority record, generally, cite only sources that deal with the immediately preceding and succeeding headings.

Always give the citation for the item being cataloged in a 670 field. If the work does not contain the name being established, give an explanatory note (e.g., "(name not given)"). Give other source citations as necessary.

If any other source gives only an earlier or later name but not the name used in the heading, cite the source in a 675 field. Do not, however, divide a citation for successive issues of a serial; give the complete citation in a 670 field if any volume contains the heading or in a 675 field if no

volume contains the heading.

Justification on the authority record of preceding or succeeding headings is not required in the following cases:

(1) changes in government heading because of an official language change;

(2) changes involving only a parent body to which the body being established is subordinate;

(3) when converting existing information references to *see also* references. Do not normally add source citations to justify references between headings already represented on the information reference. (It is assumed that the justification is present on the manual authority records.) Add sources to justify new references, however.

c) *Tracings*. On each name authority record, trace a *see also* reference for each heading to be connected, other than the heading for which the authority record is being prepared. If the display constant "search also under the earlier heading" or "search also under the later heading" is to be used, code the tracing as appropriate.

Change any existing references that are no longer appropriate (e.g., if necessary, change earlier/later heading references to simple *see also* references or vice versa). *Convert an existing 665 field to see also references whenever the 665 field must be changed for any reason.* If no change is needed to the 665 field, do not convert it to *see also* references. Complete the reference evaluation process for all the headings involved in the reference.

If *any change* is needed to the 665 field, delete it by completing the reference evaluation process for all headings involved, converting the 665 field to *see also* references according to the guidelines above. Note that this means some tracings will be deleted entirely.

d) *Geographic names*. Changes to geographic names are handled the same way as changes to corporate names.

e) *Conference names*. Use judgement in determining the need for adding earlier/later heading references for conference name changes, judging whether or not the addition of the *see also* reference is useful and/or improves access to the catalog. If *see also* references are created follow the guidelines provided above. (cf. examples in 9 below).

## Examples

1) *Available information*: Some of the principal members of the Ballets des Champs Elysées left the company to form the Ballet de Paris; the former continued to exist, however.

*authority record*

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110 2# \$a Ballets des Champs Elysées  
510 2# \$a Ballets de Paris

*resulting reference*

Ballet de Paris  
search also under  
Ballets des Champs Elysées

*authority record*

110 2# \$a Ballet de Paris  
510 2# \$a Ballets des Champs Elysées

*resulting reference*

Ballets des Champs Elysées  
search also under  
Ballet de Paris

2) The available information about the relationship is not clear. All the headings are connected by *see also* references.

*authority record*

110 2# \$a College of Physicians and Surgeons of Chicago  
510 2# \$a University of Illinois at the Medical Center.  
College of Medicine

*resulting reference*

University of Illinois at the Medical Center. College of Medicine  
search also under  
College of Physicians and Surgeons of Chicago

*authority record*

110 2# \$a University of Illinois at the Medical Center.  
College of Medicine  
510 2# \$a College of Physicians and Surgeons of Chicago

*resulting references*

College of Physicians and Surgeons of Chicago  
search also under  
University of Illinois at the Medical Center. College of Medicine

3) *Available information:* The American Material Handling Society changed its name to International Material Management Society.

*authority record*

110 2# \$a American Material Handling Society  
510 2# \$w b \$a International Material Management Society

*resulting reference*

International Material Management Society  
search also under the earlier heading  
American Material Handling Society

*authority record*

110 2# \$a International Material Management Society  
510 2# \$w a \$a American Material Handling Society

*resulting reference*

American Material Handling Society  
search also under the later heading  
International Material Management Society

4) *Available information:* The name of the International Union of American Republics was changed in 1910 to Union of American Republics and in 1949 to Organization of American States.

*authority record*

110 2# \$a International Union of American Republics  
510 2# \$w b \$a Union of American Republics

*resulting reference*

Union of American Republics  
search also under the earlier heading  
International Union of American Republics

*authority record*

110 2# \$a Union of American Republics  
510 2# \$w a \$a International Union of American Republics  
510 2# \$w b \$a Organization of American States

*resulting references*

International Union of American Republics  
search also under the later heading  
Union of American Republics

Organization of American States  
search also under the earlier heading  
Union of American Republics

*authority record*

110 2# \$a Organization of American States  
510 2# \$w a \$a Union of American Republics

*resulting reference*

Union of American Republics  
search also under the later heading  
Organization of American States

5) *Available information:* In 1954 the Screen Writers' Guild and the Radio Writers Guild merged to form the Writers Guild of America, West.

*authority record*

110 2# \$a Screen Writers' Guild  
510 2# \$w b \$a Writers Guild of America, West

*resulting reference*

Writers Guild of America, West  
search also under the earlier heading  
Screen Writers' Guild

*authority record*

110 2# \$a Radio Writers Guild  
510 2# \$w b \$a Writers Guild of America, West

*resulting reference*

Writers Guild of America, West  
search also under the earlier heading  
Radio Writers Guild

*authority record*

110 2# \$a Writers Guild of America, West  
 510 2# \$w a \$a Screen Writers' Guild  
 510 2# \$w a \$a Radio Writers Guild

*resulting references*

Screen Writers' Guild  
 search also under the later heading  
 Writers Guild of America, West

Radio Writers Guild  
 search also under the later heading  
 Writers Guild of America, West

6) *Available information:* The name of the American-Asian Education Exchange was changed in 1962 to American Afro-Asian Education Exchange; in 1967 the original name was resumed.

*authority record*

110 2# \$a American-Asian Education Exchange  
 510 2# \$a American Afro-Asian Education Exchange

*resulting reference*

American Afro-Asian Education Exchange  
 search also under  
 American-Asian Education Exchange

*authority record*

110 2# \$a American Afro-Asian Education Exchange  
 510 2# \$a American-Asian Education Exchange

*resulting reference*

American-Asian Education Exchange  
 search also under  
 American Afro-Asian Education Exchange

(References were made at the time of the first change of name that had the display constants "search also under the earlier heading/search also under the later heading." When the original name was resumed, the \$w was deleted resulting in simple *see also* references.)

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7) *Available information:* Drabenderhöhe changed its name in 1961 to Bielstein; in 1969 Bielstein was absorbed by Wiehl.

### *authority record*

151 ## \$a Drabenderhöhe (Germany)  
551 ## \$w b \$a Bielstein (Germany)

### *resulting reference*

Bielstein (Germany)  
search also under the earlier heading  
Drabenderhöhe (Germany)

### *authority record*

151 ## \$a Bielstein (Germany)  
551 ## \$w a \$a Drabenderhöhe (Germany)  
551 ## \$a Wiehl (Germany)

### *resulting references*

Drabenderhöhe (Germany)  
search also under the later heading  
Bielstein (Germany)

Wiehl (Germany)  
search also under  
Bielstein (Germany)

### *authority record*

151 ## \$a Wiehl (Germany)  
551 ## \$a Bielstein (Germany)

### *resulting reference*

Bielstein (Germany)  
search also under  
Wiehl (Germany)

8) When under earlier cataloging rules a *see* reference tracing from one or more earlier names has already been made and, consequently, publications issued under one name are entered under another, retain the *see* reference tracing until the heading is needed for a new publication. When it is needed, establish the heading and convert the *see* reference tracing to a *see also* reference tracing (cf. LCRI 26.3). Do not change any existing bibliographic records.

*Available information:* The International Federation of General Factory Workers was established in 1907. In 1950 the name was changed to International Federation of Industrial Organizations and General Workers Unions and in 1964 to International Federation of Chemical and General Workers' Unions. Works published before the change of name in 1964 are found under International Federation of Industrial Organizations and General Workers Unions.

a) *Earliest name not yet used as a heading*

*authority record*

```
110 2# $a International Federation of Industrial
      Organizations and General Workers Unions
410 2# $a International Federation of General Factory
      Workers
510 2# $w b $a International Federation of Chemical and
      General Workers' Unions
```

*resulting references*

International Federation of General Factory Workers  
search under  
International Federation of Industrial Organizations and General  
Workers Unions

International Federation of Chemical and General Workers' Unions  
search also under the earlier heading  
International Federation of Industrial Organizations and General  
Workers Unions

*authority record*

```
110 2# $a International Federation of Chemical and
      General Workers' Unions
510 2# $w a $a International Federation of Industrial
      Organizations and General Workers Unions
```

*resulting reference*

International Federation of Industrial Organizations and General  
Workers Unions  
search also under the later heading  
International Federation of Chemical and General Workers' Unions

b) *Earliest name now needed as a heading.* When the heading "International Federation of General Factory Workers" is needed for a newly cataloged item, establish the heading and make a *see also* reference. Do not change any existing bibliographic records.

*authority record*

110 2# \$a International Federation of General Factory  
Workers

510 2# \$w b \$a International Federation of Industrial  
Organizations and General Workers Unions

*resulting reference*

International Federation of Industrial Organizations and General  
Workers Unions

search also under the earlier heading

International Federation of General Factory Workers

On the authority record for "International Federation of Industrial Organizations and General Workers Unions," change the *see* reference to a *see also* reference.

*authority record*

110 2# \$a International Federation of Industrial  
Organizations and General Workers Unions

510 2# \$w a \$a International Federation of General  
Factory Workers

510 2# \$w b \$a International Federation of Chemical and  
General Workers' Unions

*resulting new reference*

International Federation of General Factory Workers

search also under the later heading

International Federation of Industrial Organizations and General  
Workers Unions

9) Connect authority records for named meetings in the same way as for other corporate names. Do not add notes to the bibliographic records for unnamed meetings.

*Available information:* The 3rd, 7th, and 9th of the following series of meetings were named; the 4th, 5th, 6th, and 8th were unnamed and the proceedings of those meetings are entered under title.

*authority record*

111 2# \$a Symposium on the Plasma Membrane \$d (1961 : \$c  
New York, N.Y.)

511 2# \$w b \$a Symposium on Macromolecular Metabolism \$d  
(1965 : \$c New York, N.Y.)

*resulting reference*

Symposium on the Macromolecular Metabolism (1965 : New York, N.Y.)

search also under the earlier heading

Symposium on the Plasma Membrane (1961 : New York, N.Y.)

*authority record*

111 2# \$a Symposium on Macromolecular Metabolism \$d (1965 : \$c New York, N.Y.)

511 2# \$w a \$a Symposium on the Plasma Membrane \$d (1961 : \$c New York, N.Y.)

511 2# \$w b \$a Basic Science Symposium

*resulting references*

Symposium on the Plasma Membrane (1961 : New York, N.Y.)

search also under the later heading

Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)

Basic Science Symposium

search also under the earlier heading

Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)

*authority record*

111 2# \$a Basic Science Symposium

511 2# \$w a \$a Symposium on Macromolecular Metabolism \$d (1965 : \$c New York, N.Y.)

*resulting reference*

Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)

search also under the later heading

Basic Science Symposium

10) *Available information:* In 1963 the Arkansas Resources and Development Commission was replaced by the Arkansas Geological Commission. The following bodies are known to be related to these bodies but the nature of the relationship is uncertain: Arkansas. State Geologist; Arkansas. Office of the State Geologist; Arkansas. Division of Geology; Arkansas Geological and Conservation Commission. All the headings are connected to all the other headings, as illustrated by the following example showing only one of the headings:

*authority record*

110 2# \$a Arkansas Resources and Development Commission  
510 2# \$a Arkansas Geological Commission  
510 2# \$a Arkansas. \$b State Geologist  
510 1# \$a Arkansas. \$b Office of the State Geologist  
510 1# \$a Arkansas. \$b Division of Geology  
510 2# \$a Arkansas Geological and Conservation Commission

*resulting references*

Arkansas Geological Commission  
search also under  
Arkansas Resources and Development Commission

Arkansas. State Geologist  
search also under  
Arkansas Resources and Development Commission

Arkansas. Office of the State Geologist  
search also under  
Arkansas Resources and Development Commission

Arkansas. Division of Geology  
search also under  
Arkansas Resources and Development Commission

Arkansas Geological and Conservation Commission  
search also under  
Arkansas Resources and Development Commission

**MARC 21 field 663/664 (Complex See Also and See References)**

1) *"General" references.* Explanatory references of the type illustrated by the examples in 26.3C1 of AACR2 for "Aktiebolaget ...," "Conference ...," and "Catholic Church. Sacra ..." are not used on name authority records created by the Library of Congress or by PCC contributors. Instead, the specific reference is supplied in all authority records.

2) *Private communications of heads of state, etc.* Create reciprocal *see also* references to connect headings for heads of state, ecclesiastical officials, etc., to the corresponding official heading instead of the explanatory reference called for in 21.4D2 and illustrated in 26.3C1.

*authority record*

100 0# \$a Mohammed Reza Pahlavi, \$c Shah of Iran, \$d  
1919-

510 1# \$a Iran. \$b Shah (1941-1979 : Mohammed Reza  
Pahlavi)

(Subfield \$w not needed)

And

110 1# \$a Iran. \$b Shah (1941-1979 : Mohammed Reza  
Pahlavi)

500 0# \$a Mohammed Reza Pahlavi, \$c Shah of Iran, \$d  
1919-

(Subfield \$w not needed)

*resulting references*

Iran. Shah (1941-1979 : Mohammed Reza Pahlavi)

search also under

Mohammed Reza Pahlavi, Shah of Iran, 1919-

Mohammed Reza Pahlavi, Shah of Iran, 1919-

search also under

Iran. Shah (1941-1979 : Mohammed Reza Pahlavi)

Before 2005, reciprocal references were not routinely provided from the personal name to the corporate name authority record. Add such references when maintenance work is required to the authority record for another reason.

*Note:* Catalogers are reminded that *LC Descriptive Cataloging Manual* (DCM) Z1 provides information for the appropriate coding of the MARC 21 fixed field (008) positions 11 and 15 as well as instructions for the addition of a “Subject usage” 667 note field when creating the corporate name authority record.